

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

Announcement No. **12-07**

Date: 6 Mar 07

POSITION VACANCY REANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. **Applications will be returned if claimed within 60 days. For information call 645-3370.**

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）に提出して下さい。**不備のある書類は受け付けられません。**書類選考の上、**被面接者のみ**にご連絡致しますのでご了承下さい。提出された応募書類の返却を希望される方は、60日以内にお越しください。お問い合わせは日本人雇用係(645-3370)までご連絡下さい。

PWO #: 022		Position title: Printing Specialist, #439, BWT-1, Grade-5, LAD-3	
MLC F/T Permanent		Number of position(s): 1	Location: Camp Foster
Organization: Defense Logistic Agency (DLA), DAPS, Okinawa			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員			Closing date: (提出期限) 15 Mar 2007
Summary of duties: Following duties are performed under supervision of Facility Manager. Promotes the full range of services offered by DAPS, including document automation and procurement. Receives Printing Requests on-line or hard copy, or credit card information, analyzes requests to determine the production processes required and order of performance. Advises and demonstrates document preparation methods to customers. Provides layout advice and assistance. Responds to customer inquiries regarding capabilities, costs, job status and follow-up with customer as need. Uses various computer based programs to perform various administrative duties (i.e., processing credit cards, reports, billing, time and attendance, equipment maintenance, copier/multi-function devices management, amendments of contract) as assigned. Uses various graphic design and other computer programs to perform various desk top publishing, download publications from Web library, when other than digitized copy is submitted for production, determines format, page margins, finished size, method of production, paper stock (including color, size, weight, and cost). Acts as a DAPS Domain Administrator and site administrator of web servers (DocAccess Online) for DAPS Okinawa/DAPS Kadena, which is critical for daily operation.			
Qualification Requirements 資格条件: 1. Must have a minimum of 3 years experience in financial system. 2. Must have a minimum of 3 years experience in administrative work. 3. Must have a minimum of 3 years experience in computer graphic. 4. Must be computer literate and have knowledge of all MS Office computer applications (Word, Excel, Power Point, Access, Publisher). 5. Must have a minimum of 3 years experience in customer service. 6. Must be able to speak, read, write and understand English fluently (LAD-3 or above). 7. Must be familiar with the newest multi-function copier machine. 8. Must be able to operate multi-function copier machines using computer and variety of software, and on other repro related equipments. 9. Bachelor Degree from a U.S. college preferred. Promotion Potential to a BWT-1-6			
Required documents 1. USFJ Form 196aEJ 2. Questionnaire 3. Copies of certificates/licenses		必要書類: 1. USFJ Form 196aEJ 2. 質問表 3. 免許証・終了証のコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1～2週間程度は非通知拒否設定を解除していただくようご協力お願いします。